

THE CITY OF CARLSBAD



SPECIAL EVENTS PERMIT APPLICATION

SPECIAL EVENT APPLICATION INSTRUCTIONS

The City of Carlsbad is proud to host a multitude of events each year from major invitational sporting events to community based festivals. A Special Event Permit is required of any organized event involving 50 or more persons, which is to travel or assemble in unison, causing a disruption or change in normal traffic regulations or controls and is not within the scope of a Facility Use Permit, other land use approval or a private property permit. The primary function of the Office of Special Events is to assure events are held in a manner that is safe and does not adversely impact non-participants.

Planning your Special Event in Carlsbad

Carlsbad Municipal Code Section 8.17 provides the framework and guidance for the issuance of the Special Event Permit within the City of Carlsbad. Please see www.ci.carlsbad.ca.us for the complete text of the Code. Permit applications, complete with all required documentation, must be received by the City no later than ninety (90) days prior to the actual date of your event and may be submitted as early as two years before your event. It is the goal of the Special Events Office to assist event organizers in planning a safe, successful event that creates minimal impact on the communities surrounding the events.

Permit Process

The permit process begins when you submit your completed application and fee. Upon receipt of your application, the Special Event Coordinator will perform an initial screening of the submitted information. Documentation you provided may be forwarded to the appropriate City Departments for review and approval. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During the initial screening process you will be allowed time to provide us with any pending documents. All requested information must be received before final approval. Delays in providing these items could result in the denial of your permit.

Fees

Special Event Permit application fees are set by the Carlsbad Municipal Code Section 8.17.070. A non-refundable fee, as set forth in the Schedule of Service Costs approved by City Council, is required to reimburse the City for its reasonable and necessary costs in receiving, processing and reviewing event applications. The current fee is set at **\$100** for a minor event and **\$300** for a major event. A Minor event is defined as an event that does not require a traffic control plan (TCP) or that requires a TCP for two or fewer intersections and a Major event is defined as one requiring a TCP for three or more intersections.

SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

This section of the application is intended to provide the City of Carlsbad with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to print, electronic, and Internet formats. The information provided in this section will be used in developing the Carlsbad's Community Events Calendar on the City's website.

DESCRIPTION

Event Title- _____

Event Date- _____

Event Times-	Setup Starts	Date_____	Time_____
	Event Starts	Date_____	Time_____
	Event Ends	Date_____	Time_____
	Dismantle Complete	Date_____	Time_____

Description- _____
(This should be _____
promotional in _____
nature and cannot _____
exceed 300 characters) _____

Location of Event*- _____

***If your event is located at a City of Carlsbad park, please include your copy of the Facility Use and/or Rental Agreement.**

Admission-

Participant fee _____

Event Admission _____

Event Category-	<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Circus
	<input type="checkbox"/> Exhibits/Miscellaneous	<input type="checkbox"/> Farmer/Outdoor Market	<input type="checkbox"/> Dance
	<input type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Museum Special Attraction	
	<input type="checkbox"/> Parade/Procession/March	<input type="checkbox"/> Carnival	<input type="checkbox"/> Other

SUMMARY OF EVENT

(continued)

Anticipated Attendance-

Spectators _____/Per Day _____/Total

Participants _____/Per Day _____/Total

Contact Information-

Host Organization _____

Chief Officer _____

Address **Street** _____

City _____ **State** _____ **Zip** _____

Telephone _____

Email/Website _____

Applicant Name _____

Address **Street** _____

City _____ **State** _____ **Zip** _____

Telephone **Day** _____ **Cell** _____ **Fax** _____

E-mail _____

Public Contact **Name** _____

(If other than applicant) **Telephone** _____

Vendor Contact **Name** _____

(If other than applicant) **Telephone** _____

On-Site Contact **Name** _____

(If other than applicant) **Telephone** _____

Cell Number _____

Organization Status- Commercial/Tax Exempt, Non-Profit

Organizations or entities without an IRS 501(c) (3) valid tax exemption status are considered to be commercial in nature. A City business license is required for commercial events. If you are a tax-exempt nonprofit organization, a copy of the IRS 501(c) (3) tax exemption letter certifying your current tax exemption, non-profit status is required.

Yes/No

☐ ☐ Is the Host Organization a commercial entity?

☐ ☐ Is the Host Organization a tax exempt, nonprofit entity?

If yes, please include a copy of your IRS 501(c) tax exemption letter providing proof and certification.

INSURANCE REQUIREMENTS

Insurance requirements depend upon the risk level of the event. As a general rule, the City of Carlsbad requires a minimum of one million dollars in liability coverage. Events with higher risk levels such as athletic events, pyrotechnic displays, and events that include alcohol may require additional insurance coverage. Before final permit approval, you will need to submit **a certificate and endorsement** for your commercial general liability insurance policy that names as Additional Insured, the "City of Carlsbad, its officers, employees, volunteers and agents." You may also be required to submit insurance for other public entities (e.g. County, State, North County Transit District, Caltrans, etc.) impacted by your event. Insurance coverage must be primary, and maintained for the duration of the event including setup and dismantle dates. The information below lists the required components for approval of your insurance.

COVERAGE

\$1 million single limit-general liability coverage each occurrence

OR

\$2 million single limit coverage each occurrence if **alcohol** is to be served with **Host Liquor Liability coverage** must be included on the certificate (same limit coverage). This requirement may be met with a combination of primary and excess liability if both policies include host liquor liability. If you have a question about the required limits for your event, please contact the Risk Manager at 760-602-2470.

ATHLETIC EVENTS

If there are athletic participants, **one** of the following is required:

- "Participant legal liability coverage" is shown on the certificate at the required limit of coverage, or
- "General liability insurance covers claims filed by athletic participants for injuries" appears in the description section of the certificate or
- "Claims for injuries filed by athletic participants are not excluded under the general liability insurance coverage" appears in the description section of the certificate.

DATE(S)

Date(s) of the event must fall within the "policy effective" and "policy expiration" dates.

NAMED INSURED

Named insured must match the name of the organization/individual on the application.

ADDITIONALLY INSURED

"The City of Carlsbad, its officers, employees and volunteers" are named as additionally insured.

CERTIFICATE HOLDER ADDRESS:

City of Carlsbad
2560 Orion Way
Carlsbad, CA 92010

ENDORSEMENT

The **endorsement**, which is a separate document attached to the certificate, must include:

- The City of Carlsbad, its officers, employees, volunteers and agents are named as additional insured. NO RESTRICTIVE WORDING is acceptable, other than to restrict the coverage to liability arising out of the operation of the insured. **AND**
- This policy will not be canceled, materially changed nor the amount of coverage reduced until ten (10) days after receipt of written notice of cancellation or reduction in coverage by the Risk Manager of the City of Carlsbad, California.

SITE PLAN

You must provide a site plan for your event. To ensure prompt and proper review it is preferred you submit blueprints or computer assisted drawings (CAD). If CAD is not available, the plans should be produced in a clear and legible manner and submitted in an 8 ½" x 11" or 11" x 17" standard format.

SITE PLAN- In order for your event to be properly evaluated, a detailed site plan must be submitted. The layout should include but not be limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area.
- The location of fencing, barriers and/or barricades. Show any removable fencing for emergency access.
- Location of portable, prefabricated, or site built structures, staging, platforms, bleachers, grandstands, bridges, tents, canopies, and booths
- The provision of minimum twenty foot (20') emergency access lanes through the event venue.
- The location of first aid facilities and ambulances and their access points.
- The location of all portable toilets, trash and recycling containers and dumpsters. Include all locations of run-off containment.
- A detail or close-up of the food and/or cooking area configuration with all fire extinguisher locations. Include booth identification of all vendors cooking with flammable gases, open flames or barbecue grills. Also include beer garden details, if applicable.
- Fuel storage and/or generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and /or location within tents or tent structures.
- Identification of all event components that meet accessibility standards.
- Show details of any inflatable rides, carnival or mechanical rides, and animals or animal rides.
- Show the allocated area to accommodate individuals desiring to express opinions not consistent with the purpose or intent of the event.
- Other related event components not listed above.

Based on your event site plan and components, Carlsbad Fire Prevention Services and/or Carlsbad Building Department may require an inspection of your venue at your cost before and/or during the event. Generally the use of a barbecue, bleachers, food preparation, heating devices, inflatable/hot air balloons, open flame, tent/canopy, or vehicles indoors will require a Fire Protection Service inspection with a minimum charge established by the City Fee Schedule. For more information or assistance, please contact the City's Fire Prevention Services at (760) 602-4660. Should the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, tents and membrane structures or other similar structures, the Planning Department, Fire Department and Building Department may require the issuance of Building Permits. Please provide all necessary structural calculations and structural drawings to facilitate the structural review and permit issuance as well as the related site inspections required by the Building Department. A cash bond with a completion/forfeiture date may be required if required plans/permits are not complete at the time the application is filed.

To supplement your site plan please provide a detailed narrative and timeline including a description of activities within and during the event.

TRAFFIC CONTROL PLAN AND ROUTE MAP

If your event impacts or restricts the public's normal or typical use of City streets, sidewalks, parks, beaches, or public water ways, you are required to provide a traffic control plan (TCP). A TCP is needed to illustrate the appropriate and safe handling of traffic for your event and must meet the standards of the California Manual on Uniform Traffic Control Devices. A TCP helps to assure minimal impact on traffic progress without compromising safety. A TCP is applicable for both moving routes and fixed venues. Blueprint or CAD plans are preferred and a minimum of four copies should be included with your permit application. Standard 8 ½ " x 11" or 11" x 17" formatting is preferred.

TRAFFIC CONTROL PLAN- Traffic control plans are needed to illustrate how the traffic control will be setup and implemented for your event. Your TCP must show:

- A detailed outline of the event venue including pertinent landmarks and parks.
- Street names should be clearly marked and all intersections shown.
- All detours and alternate circulation routes and all proposed street, intersection and/or lane closures.
- All barricades, cones, sheeting, delineators, fencing and any other traffic control product required by your TCP.
- All regulatory, warning, and guide signs that are part of your TCP.
- All dimensions, sizes, and spacing of any traffic control products.
- The location and description of all off-site signs and any on-site signs that have a face area larger than sixteen square feet or stand more than four feet above the ground.
- All provisions for parking, both on-site and off-site, including shuttle pick-up and drop off locations.
- The number and location of persons proposed or required to monitor or facilitate the event, or to provide spectator and/or traffic control. Include all positions for uniformed Officers, security personnel, and event volunteers.
- Special notes applicable to the Traffic Control Plan.

ROUTE MAP- If the event involves a moving route of any kind; please submit a detailed plan indicating the direction and type of travel. If vehicles are involved, indicate the type, size, and number.

To supplement your traffic control plan and route map, please provide a detailed narrative and/or timeline including a description of activities within the event. Plans should be submitted along with the original application a minimum of 90 days before the event to allow for comment and re-submission. Your TCP will be forwarded to appropriate City staff for review. If your TCP does need to have corrections made to it, it will be returned to you. You will need to make the corrections in a timely manner and resubmit your TCP. Please be sure to return the original Traffic Control Plan (with staff corrections) along with the newly revised one for re-checking.

The event ***will not be permitted*** until the Traffic Control Plan is completed and approved by the City Staff.

SAFETY EQUIPMENT

If your event closes, blocks or interrupts traffic flow, you will be required to obtain traffic safety equipment for your venue. You will also be required and to ensure proper detour and parking information is posted in approved locations. Depending upon the type of event, you may need to use barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event. Traffic control devices will not be supplied by the City of Carlsbad.

If applicable, please provide the name and contact information of the Traffic Safety Company you will be using for your event.

Equipment Company: _____

Contact person: _____

State of California Contractor's License: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Fax: _____ Pager/Cellular: _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

PARKING AND SHUTTLE PLAN

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event organizer you should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place. Remember parking, traffic congestion and environmental pollution are all factors of concern with events. You should include the use of carpools, public transportation and alternate modes of nonpolluting transportation whenever possible. Your plan must also include Handicapped Parking provisions. Your written parking and shuttle plan must be submitted with your Traffic Control Plan. Include a letter of consent from the property owner of any private property owners not owned by the host organization.

Yes/No

- ☐ ☐ Will your event require parking at any sites other than on the venue? If yes, where? _____
- ☐ ☐ Does your site plan and traffic control plan include any parking variances on public streets or in public parking lots?
- ☐ ☐ Does your site plan and traffic control plan include expected number of vehicles and does it identify adequate parking for those vehicles?
- ☐ ☐ Will your event be providing shuttle services from off venue parking areas? If so, provide details of the service.
- ☐ ☐ If event attendees, participants or vendors are likely to park in privately owned parking lots in the vicinity of your event, have you contacted those lot owners to assist in mitigation of the impact of your event?

MITIGATION OF IMPACT

By definition, a Special Event is an event that results in a change in when and where citizens can walk, drive or park. One of the primary functions of the Special Events Committee is to evaluate the value of the event against any negative impact to the community. As an event organizer, you are required to notify those that may be affected by your event and develop satisfactory measures to mitigate any negative impacts. Your efforts to minimize negative impacts to the people who live, work and transit through the Special Event area will help to assure the approval of your application.

INTERESTED PARTY NOTICES: The Special Events Committee takes the opinions and concerns of the individuals affected by an event very seriously. To assure that all interested parties (residents and businesses in the Special Event area and residents and business likely to be affected by the Special Event) have the opportunity to express those concerns, applicants are required to notify those that may be affected by the event as follows:

Affected Party Meeting- A first time Major Event, a Major Event that has not been held for more than two (2) years, a first time event at a City facility not authorized by Facility Use Permit, or an event at a City facility that is not authorized by Facility Use Permit and has not been held for more than two (2) years shall sponsor a meeting for all Affected parties. This meeting must be held between eighty (80) to one hundred and eighty (180) days prior to the date of the Special Event. The meeting will be held in accordance to section 8.17.120 of the City of Carlsbad Municipal Code.

Major Event, First Notice- Any Major Event not subject to the notification above, shall notify all Affected Parties of the Event between thirty (30) and forty (40) days prior to the Special Event date via the U. S. Postal Service. This notification will be held in accordance to section 8.17.120 of the City of Carlsbad Municipal Code.

All Special Events (Major Event, Second Notice) - All applicants for a Special Event Permit shall notify affected parties of the event ten (10) to fifteen (15) days prior to the Special Event date. This notification can be sent via the U.S. Postal Service or by direct distribution and shall contain information about the date, time and location of the event, and how to contact the applicant. This notification will be held in accordance to section 8.17.120 of the City of Carlsbad Municipal Code.

The Special Events Coordinator will determine the distribution list for all notices and will facilitate any necessary affected party meetings. All notices and distribution lists must be approved by the Special Event Committee.

ROAD CLOSURE NOTICES: If your event closes certain major roadways, you are required to provide and post "Road Closed" advisory notification signs ten (10) to fifteen (15) days prior to your event. These advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure and must be shown on the Traffic Control Plan. All signs must be in compliance with Section 8.17.110 of the City of Carlsbad Municipal Code.

ENVIRONMENTAL IMPACT

It is important to the community your event is planned and organized with minimum impact on the environment. Remember to include recycling and waste reduction strategies as part of your initial planning process. The information provided below can help you meet that goal.

SANITATION: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. Should you fail to perform adequate cleanup or damage occurs to City property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events. The City does not provide street sweeping services for Special Events, so please plan accordingly.

Number of trash cans _____

Number of dumpsters with lids _____

Sanitation Company: _____

Telephone: Day: _____ Fax: _____ Pager/Cellular: _____

RECYCLING: The State of California passed AB 2176 requiring large venues and events to recycle. If your event averages over 2000 attendees per day, you are required to develop and implement a waste reduction plan. This plan needs to include information such as the amount and types of waste anticipated, actions proposed to reduce the amount generated, a plan for recycling, and provisions to document the actual amounts of diverted or recycled waste.

Yes/No

☐ ☐ Does your event average over 2000 attendees per day?

If so, please submit your required recycling plan.

STORM WATER PROTECTION: The City has an intricate Storm Drain System designed to move rainwater from the streets to creeks, lagoons and the ocean in order to prevent flooding. Any materials left behind or disposed of on streets and sidewalks can reach the storm drain system and eventually our natural resources.

Local and State regulations prohibit the discharge of wash water, cleaning water, trash and debris to the Storm Drain System. Please contact the City's Storm Water Protection Program for specific information and assistance with your event planning at (760) 438-2722.

Yes/No

☐ ☐ Does your event have any elements that may result in water run-off?

☐ ☐ Will any material/matter be left that could be carried in the storm drain system by water run-off at a later time?

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning and by anticipating potential problems and concerns related to the event's activities and surrounding environment. The size, type, time of day and location of your event, as well as the type of planned activities are all areas which need to be taken into consideration when developing your security plan.

The Carlsbad Police Department will review your security plan once it has been submitted. Taking into consideration all aspects of the safety of your event, they will determine if private security guards will be sufficient, or if police officers will be required to ensure traffic control and public safety for your event. If private security is to be used, they must have a current California State license. If Carlsbad Police Department officers are required, you will be billed for their services at the rates established in the Schedule of Service Costs approved by City Council Resolution. The current fee for Police Officers is \$71.00 per hour.

The Carlsbad Police Department retains authority over your event security requirements. If the prescribed number of licensed private security guards is not provided, or proves inadequate, the Carlsbad Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization.

Yes/No

- ☐ ☐ Do you intend to use Carlsbad Police Officers as part of your security plan?
- ☐ ☐ Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization: _____

Address: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: Day: _____ Fax: _____ Pager/Cellular: _____

State of California Private Patrol Operator's License Number: _____

CONCESSIONAIRES

The City of Carlsbad Special Events Permit can allow you exclusive control and regulation of any concessionaires within your defined event venue. You will want to provide a plan for regulation and controlling such concessionaires. Park and beach regulations may vary so contact the appropriate division of the Recreation Department if your event is on park property.

Yes/No

- ☐ ☐ Will items or services be sold at your event?
If yes, please describe or attach a complete list of vendors and include any sample vendor passes that will be used. _____
- ☐ ☐ Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides, etc.)?
If yes, please describe. _____

FOOD AND BEVERAGE AT YOUR EVENT

FOOD CONCESSIONS AND PREPARATION: Guidelines for food facilities are provided by the County of San Diego Department of Environmental Health. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. If you intend to sell, give away, or sample food at your event, you are required to have a Temporary Food Facility Sponsor permit. Please contact the County of San Diego Department of Environmental Health, Food and Housing Division at 619-338-2379 for additional information.

Yes/No

- ☐ ☐ Does your event include food concession and/or preparation areas?
If yes, please describe how food will be served and/or prepared

- ☐ ☐ Do you intend to cook food in the event area?
If yes, please specify method:

_____ Gas
_____ Electric
_____ Charcoal
_____ Other (specify) _____

ALCOHOL: If your event includes plans to sell or furnish alcoholic beverages you will need to apply for and receive licensing from the State Department of Alcoholic Beverage Control (ABC). The State provides Special Daily licenses to nonprofit community organizations that plan to sell or serve beer or wine at special events. To obtain an application, contact ABC at 760-471-4237. You should apply for your State ABC license after you have submitted your Special Event Permit application. The City of Carlsbad Police Department and State ABC representatives will jointly review your event plans and alcohol management strategy before your license is approved. Please provide a detailed plan regarding the physical layout of your beer garden, including its location on the site plan, the location of all entrances/exits, tables, chairs, service areas, fencing, and signage. Also include your steps for verifying age requirements, how you will enforce serving restrictions, the training for your servers, and what security plan you intend to have in place. After you obtain your ABC permit, you must provide a copy to the Special Events Coordinator.

Yes/No

- ☐ ☐ Does your event involve the use of alcoholic beverages?
☐ ☐ Does your site plan reflect the location of the beer garden?
☐ ☐ Have your servers attended a Responsible Hospitality class within the last 60 days?
☐ ☐ Will you be using private security in the beer garden area?

If so, please provide their State license number _____

FIRE PREVENTION AND LIFE SAFETY

FIRE PREVENTION: Establishing Fire Prevention and safety procedures at your event is an essential component of the planning process. If you are holding an outdoor event such as a run, walk, festival, or parade your event must be reviewed by the Fire Marshall for fire safety, crowd capacity, cooking compliance, and access issues. To ensure public safety, the Fire Marshall may need to inspect your venue for these issues either before or during your event. In addition, there are a number of other activities that require Fire Marshall review. These include having a tent over 200 square feet or canopy over 400 square feet (small tents placed less than 20 feet apart are considered one area for inspection purposes), fireworks or pyrotechnic displays, and open flame devices such as barbecues. For addition information regarding necessary inspections for your event, please contact the Fire Prevention office at 760-602-4660. If Carlsbad Fire Prevention Officers are required for inspections or for stand-by duty for your event, you will be billed for their services at the rates established in the Schedule of Service Costs approved by City Council Resolution.

Yes/No

- ☐ ☐ Have you provided a minimum twenty (20) foot emergency access lane throughout the event?
- ☐ ☐ Does your event have any tents or canopies?
- ☐ ☐ If yes, is there at least a 20 foot clearance between them?
- ☐ ☐ Does your event include fireworks or pyrotechnics?
- ☐ ☐ Does your event include any open flame cooking?

MEDICAL: When planning a special event, it is important to ensure the health and safety of all participants and attendees. In an effort to help you determine the appropriate medical services for your event, the City of Carlsbad Fire Emergency Services has developed a matrix of Emergency Medical Services Resources. Carlsbad Fire Emergency Services has final authority to determine your event medical services requirements. For more information, contact Carlsbad Fire Prevention at (760)602-4665.

EVENT TYPE	Anticipated Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	BLS Ambulance(s)	ALS Ambulance(s)	Mobile Team(s)
Concert	Less than 1,000	R	R	A		A		
Music Festival	1,000 to 15,000	R		R		R	A	
Block Party	15,000 to 50,000	R		R	A	R	R	R
Street Fair	Over 50,000	R			R	R	R	R
Athletic	Less than 1,000	R	R	A				
Athletic	1,000 to 15,000	R		R	A	R	A	
Event	15,000 to 50,000	R			R	R	R	R
	Over 50,000	R			R	R	R	R
Parade	Less than 1,000	R	R					
	1,000 to 15,000	R	R	A		R	A	
	15,000 to 50,000	R		R	A	R	R	R
	Over 50,000	R		R	A	R	R	R

R = Required A = Advised

Medical Service Provider: _____

Telephone: Day: _____ Pager/Cell: _____

Please provide a detailed description of your medical plan including your communications plan, the types of resources, and the manner in which the plan will be managed.

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event-related activities comply with local regulation and state laws.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. The number and location for these items must be included in your site plan and must receive approval from the City of Carlsbad Planning Department as a part of the Special Event Permit. Specific regulations can be found in Sections 8.17.110 and 21.41.100 of the City of Carlsbad Municipal Code.

Yes/No

☐ ☐ Will your event include the use of any signs, banners, decorations, inflatable displays, or special lighting?

If yes, please describe. _____

☐ ☐ Will inflatable rides, hot air balloons, or similar devices be used at your event?

If yes, please describe. _____

In some instances your event may require review and approval from the Carlsbad Police Department/Vice Division. If your event includes carnivals, circuses, rodeos, bingo games, casino games, drawings, lotteries, or allows patron dancing to recorded or live music, you must contact the Carlsbad Police Department Vice Division no later than thirty (30) days prior to the proposed date of the event. The Police Vice Division is located at the Safety Center, 2560 Orion Way, Carlsbad, CA 92008. The Vice Division telephone number is (760) 931-2195.

In addition, massage services at Special Events are regulated and require prior approval. Massage services provided as part of a Special Event (e.g. at the finish area of a 5K run) may be performed, without restriction, by a Holistic Health Practitioner licensed by the City of Carlsbad. Massage services provided by any other person, such as a chiropractor, sports trainer, licensed massage technician, or by a student from a massage school must be done free of charge. Please see Section 5.16 of the City of Carlsbad Municipal Code for additional information and restrictions regarding massage services. Inclusion of this type of activity at your event may have additional insurance requirements.

Yes/No

☐ ☐ Will there be massage services at your event?

If yes, please describe. _____

☐ ☐ Do your event plans include any carnivals, circuses or rodeos activities, bingo or casino games, or drawings or lottery opportunities?

If yes, please describe. _____

ENTERTAINMENT AND RELATED ACTIVITIES

(continued)

Please be aware that loud noise (including music) cannot be granted as a condition of your permit. If a complaint is received regarding noise from your event, a police officer must respond. You may be required to lower or discontinue the noise/music. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. The City of Carlsbad does not allow slam dancing, crowd surfing, mosh pits or other similar activities.

Yes/No

- ☐ ☐ Are there any musical entertainment features related to your event?
If yes, complete the following information or provide an attached listing of all bands/performers, type of music, sound check, performance schedule and locations.
Number of Stages: _____
Name of Band(s): _____
Type of music: _____
- ☐ ☐ Will sound checks be conducted prior to the event?
If yes, start time _____ finish time _____
- ☐ ☐ Will sound amplification be used?
If yes, start time _____ finish time _____
- ☐ ☐ Do you plan to have a patron dance component to either live or recorded music at your event?
If yes, please describe. _____

MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise the event. Conditional approval may be made after your Special Event Permit Application has been submitted to the City of Carlsbad and initially screened by your Special Events Committee.

Yes/No

- ☐ ☐ Will this event be marketed, promoted, or advertised in any manner?
If yes, please describe. _____
- ☐ ☐ Will there be live media coverage during the event?
If yes, please describe. _____
- ☐ ☐ Will media vehicles be parked within the event venue?
If yes, please describe. _____
- ☐ ☐ Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?
If yes, please describe. _____
- ☐ ☐ Do you have a plan to advertise at any off-site locations:
If yes, please describe. _____

ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events must be accessible to persons with disabilities.

Disability access may include parking, rest rooms, clear paths of travel, transportation, signage, or accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible rest rooms, parking, telephones, drinking fountains, etc.

Below is a checklist of components provided to assist you when planning your event. This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access Requirements.

Yes/No

- ☐ ☐ Will there be a "Clear Path of Travel" throughout your event venue?
- ☐ ☐ Have you developed a written Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event?
- ☐ ☐ Will a minimum of 10% of portable rest rooms at your event be accessible?
- ☐ ☐ Will all food, beverage and vending areas be accessible?
- ☐ ☐ Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility?
- ☐ ☐ If an information center is provided at your event, will customer service representatives be able to assist disabled individuals?
- ☐ ☐ If all areas of your event cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, and first aid stations?

PORTABLE RESTROOMS

Studies indicate that providing adequate portable sanitation facilities has a significant impact on your event. Special consideration should be given to quantity, placement, and service of the portable toilets and other portable sanitation equipment such as portable hand washing stations. Federal law requires at least 10% of the portable restroom facilities be ADA accessible.

Yes/No

- ☐ ☐ Do you plan to provide portable rest room facilities at your event?

If yes: Total number of portable toilets _____

Number of ADA accessible portable toilets _____

If no: Please explain: _____

Rest Room Company: _____

Telephone: _____ Day: _____ Evening: _____ Pager/Cellular: _____

Equipment Setup: _____ Date: _____ Time: _____

Equipment Pickup: _____ Date: _____ Time: _____

AFFIDAVIT OF APPLICANT

(Please read before signing)

I certify the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Carlsbad Municipal Code, and that I understand this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event a possessory interest subject to property taxation is created by virtue of this permit, I agree to pay all possessory interest taxes and acknowledge payment of these taxes will not reduce any fees or consideration paid to the City pursuant to this use permit. I further certify that I am authorized to commit the Host Organization and I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Host Organization to the City of Carlsbad.

RELEASE FROM LIABILITY AND INDEMNIFICATION

(Please read before signing)

I agree to waive and release the City of Carlsbad (which, for purposes of this release includes its officers, agents, employees and volunteers) from and against any and all claims, costs, liabilities, expenses or judgments including attorney's fees and court costs arising out of the activities of this special event or any illness or injury resulting there from, and hereby agree to indemnify and hold harmless the City of Carlsbad from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from gross negligence or willful misconduct on the part of the City of Carlsbad. I UNDERSTAND AND AGREE THAT BY SIGNING THIS WAIVER I AM FREEING THE CITY OF CARLSBAD AND ITS EMPLOYEES, VOLUNTEERS, OFFICERS AND AGENTS FROM ANY LIABILITY RESULTING FROM THIS SPECIAL EVENT OR ACTIVITY. I UNDERSTAND THAT NO CITY EMPLOYEE OR AGENT IS AUTHORIZED TO MODIFY THIS WAIVER. I CERTIFY THAT I HAVE PERSONNALLY READ AND UNDERSTOOD THIS WAIVER AND RELEASE.

Print Name of Applicant/Host Organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____

APPLICATION CHECKLIST

This checklist is provided to help insure all required documentation is submitted with your application.

- _____ Application, completed and signed. (required for all events)
- _____ Fee (required for all events)
- _____ Copy of Facility Use or Rental Agreement (required if event is located on City of Carlsbad public park)
- _____ Insurance certificate and endorsement (required for all events)
- _____ Site Plan (required for all events)
- _____ Traffic Control Plan (required if event closes, blocks or interferes with traffic or pedestrians on any roadway, sidewalk or public way)
- _____ Route Map (required for all moving events, i.e. parades, races, walks)
- _____ Parking and/or Shuttle plan (required if your event attendance exceeds available parking)
- _____ Interested party notice(s) and affected party meeting information, if applicable. (One notice required for all events, two for recurring, major events and meeting required per Municipal Code section 8.17.120)
- _____ Recycling plan (required if event attendance exceeds 2000/day)
- _____ Security plan (required for all events)
- _____ Copy of your Temporary Food Facility Sponsor Permit (required if you sell or give away food at your event)
- _____ Copy of your ABC permit (required if alcohol is sold or furnished at your event)
- _____ Copy of your tent permit (required if any tent over 200 ft² or smaller tents are less than 20 feet apart and total 200 ft²)
- _____ Include any additional information such as pamphlets, brochures or course maps.

Please be advised additional information may be requested from you after review by the Special Events Committee. Acceptance of your Special Event Permit Application by the City is not a guarantee of the date and location, or an automatic approval of your event. The event organizer must complete the application requirements entirely and receive approval before the City of Carlsbad will issue a Special Event Permit.